



GORDONSTOUN

Broader experiences, broader minds

General Catering Assistant

Reports to: Catering Services Manager or Senior Staff member on duty

Purpose of Role To provide first class support to the Catering Team and first class service to the customers

Major Responsibilities

1. Comply with Gordonstoun policies and procedures on Child Protection and Health and Safety
2. Contribute in a positive way to the ethos of the school in line with Gordonstoun's values
3. Carry out any other task as required from time to time in order to support the school in line with the remit of your role

Overall Responsibilities

Will include working in the following areas as per your rota 90%

- Servery
- Dining Room
- Pot wash
- Plate wash

The Role involves Function work within and out with the Refectory (Organising & Transportation of Furniture and Equipment. Setting up, serving and carrying recovery) 10%

Completing Cook safe documentation 1%

**General Catering Assistant
Person Specification**

Attributes	Essential	Desirable	Assessment method
Education and qualifications	<ul style="list-style-type: none"> • No Formal qualification 	<ul style="list-style-type: none"> • REHIS Elementary food hygiene certificate • Driver 	Application form Sight of Qualifications at interview
Knowledge	<ul style="list-style-type: none"> • An understanding of Food Hygiene • An understanding of Health and Safety 	<ul style="list-style-type: none"> • To have worked in a Catering environment previously 	Application form Interview
Skills and experience	<p>To be able to</p> <ul style="list-style-type: none"> • Surpass the expectations of our customers (either students, staff and visitors) • Recognise opportunities for improvement in the level of service offered and act on them • Provide a professional standard of service 	<ul style="list-style-type: none"> • To be able to illustrate how to provide 1st class service 	Application form References Interview Task
Personal skills and qualifications	<ul style="list-style-type: none"> • A commitment to Gordonstoun's unique educational ethos • Flexible, with a can do attitude • Someone who creates a positive and cooperative working environment • Being on time • Dressed in clean smart uniform • Listening to instructions and advice • Asking questions if unsure • Being polite and respectful to customers and colleagues • Being part of the Team 		
Child protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> • Experience of working with children or young people 	References

Salary and benefits

- Holiday pay is paid 4 times a year pro rata to hours worked
- The refectory closes for 35 days a year
- Pension (auto enrolment into operations' staff pension scheme)
- Lunch provided (when the refectory is operating)
- Access to gym and other benefits
- Uniform is provided
- Childcare Vouchers

Further information

- This is a seven day a week operation, with every other weekend off.
- Shift times 7am until 3pm, 9am until 3pm, 12pm until 8pm, 5pm until 8pm (some function work is required out with these shift times)
- Start date will be when a satisfactory two references and a clear PVG has been returned
- 6 month probation period

Roles / Shifts currently available

	Shift pattern A	Shift pattern C	Shift pattern D	Shift pattern E	Shift pattern F
Mon	12-8	5-8		5-8	
Tue	7-3	5-8	5-8	5-8	
Wed		5-8	5-8	5-8	
Thur			5-8	5-8	5-8
Fri				5-8	
Sat		7-3			
Sun					5-8
Mon			5-8		5-8
Tue	7-3	5-8	5-8		5-8
Wed		5-8	5-8		5-8
Thur	7-3	5-8		5-8	5-8
Fri	7-3	5-8			
Sat	7-3		9-3	5-8	5-8
Sun	7-3		9-3	9-3	5-8
Average hrs per week	26.25	14.25	14.5	13.25	12